

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Chaplaincy Council Meeting held at Les Vents Chantants, Mas Canet, 34800 Merifons, on Wednesday 27 November 2019

Present: Revd Roger Smith (Chairman), Eleanor Grant, Sue Jones, Andrew Marshall,
Jenny Morgan, Jac Phillips, Delia Smith and Nigel Summersall.

The sign-in sheet was completed. The chairman welcomed everyone, thanked Jenny and Alan for their hospitality and opened the meeting with prayer at 2.38 pm.

	Action
1 Apologies for absence Patricia Bigot, Steven Hopkins and Julie Johnson	
2 Minutes of the meeting held on 4 September were approved and signed by the chairman as a correct record.	
3 Matters arising	
3.1 3.1 Temple gate notice board This had now been bought and installed. The key for it was on the hook beside the boiler in the kitchen. It was agreed that Nigel would put in the cupboard a note of where other keys were to be found.	Nigel
4 Finance Figures had been circulated prior to the meeting.	
4.1 Budget Nigel pointed out that collections were slightly down on budget but overall figures were ahead for the year, especially charity payments, due to one large exceptional donation. Therefore, it was agreed to transfer €2000 to the Designated Fund for succession planning and to top up Emergency Contingencies by €250, to bring it back to €500. There was currently €20292 in the Livret A account.	Nigel
4.2 Payments Pending Jenny would ask Francis for a cheque for €100 to be given to the community at Mont Rouge at the last Prayer Group meeting of the year, as thanks for the use of their chapel.	Jenny
4.3 Income and Expenditure year to date It was agreed that Nigel should move the cost of the new notice board from “Printing & Consumables” to “Exceptional Items”.	Nigel
4.4 Charity donations from General Fund selected at the September meeting were ratified with the addition of €200 to Bishop Robert’s Advent Appeal. Agreed unanimously. Jenny gave Nigel contact details for APF France Handicap and would supply details for Fondation Vaincre Alzheimer.	Jenny Nigel
5 Correspondence distributed prior to the meeting was noted.	

6 **Safeguarding**

6.1 **Training** Jenny drew attention to new on-line level 1 training, saying guidance was that it should be repeated every 3 years. She had contacted the diocesan team for clarification of whether this applied to those who had also done level 2 training.

6.2 **New Policy & Guidance Document** New guidance was that many checks should be done locally starting on 1 December.

6.3 **Sue's clearance** This was held up as the diocese would not accept copy documents. The originals required were with French authorities for another purpose and it could be many months before they were returned.

6.4 Patricia had put in place informal help for a vulnerable member of the congregation to get to services.

6.5 Andy had put all necessary **safeguarding contact numbers** on the website.

7 **Music Team Report**

There was no report from the team but Roger said they had just chosen hymns up to Easter; a good selection as usual. Eleanor commented that the tunes chosen were not always to everyone's taste. It was pointed out that what is available on the recorded collection sometimes dictates the tune.

8 **Website**

8.1 **Social Media Training** was being offered by the diocese. It was decided this was not something for our chaplaincy at present.

8.2 Andy said he would like to add a topical and changing **Church of England webcast** to the website and asked everyone to look for something. All

8.3 **A Church Near You** Andy said he found this very general and that it was changing only very slowly. Roger reminded him that A Church Near You would host our website at no expense to the chaplaincy.

8.4 **Christmas Publicity** Andy would advertise the Christmas Eve service via Connexion and Delia would do the same via Languedoc Living. Andy
Delia

9 **Chaplaincy Development**

9.1 **Succession planning** A meeting of the council, excluding Roger and Delia, had been held on Monday 18 November.

Roger said he planned to retire on Monday 5 April 2021, ie the day after Easter Day.

9.2 **Listening course** Six members of the congregation had done the first part of this course, which had been much appreciated. Another meeting was planned for after Christmas.

10 **Recent Activities**

10.1 **Harvest** This had been good; the format seemed to work.

10.2 Morning Prayer on 27 October

Jenny said everything that could have gone wrong did. This led to consideration of what needed to be learned for the future.

10.2.1 **PA System** Roger had already produced a document about how to use the PA system. He would ask for volunteers from the congregation to attend a short training session and to then be available to help with problems when he was not there.

Roger

10.2.2 **Music** If neither Nigel nor Roger was available there would be no music. Members of the Music Team would be asked if they could organise the “karaoke” in such circumstances. They would need appropriate equipment to play the music as well as access to the files and would need to check that the music matched the number of verses in the hymn book, etc.

Roger

10.2.3 **Service Sheets/Notices** Roger currently produced all the regular service sheets, sheets for special services and the complete service in detail for all services (including any he was not taking). This needed to be born in mind in succession planning.

Roger would add page numbers to the sheet for the congregation for Morning Prayer services.

Roger

10.3 **Remembrance Sunday** The service had gone well, including naming victims of war known personally to the congregation.

10.4 **Wednesday Group** Eleanor commented that sometimes contribution to the discussion was unbalanced and that the distances to the venues could be long but it was generally agreed that this group was a positive development for the chaplaincy.

11 Future Events

11.1 **Fontès Carol Service** All was in hand.

11.2 **Christmas Eve** As the service would be at 7.30 pm, it was decided not to offer refreshments afterwards. Roger would let the congregation know via the next service.

Roger

11.3 **2020 Annual Meeting** This would be on Mothering Sunday, 22 March, followed by a shared lunch.

11.4 **Lent course** It was agreed that Roger should look for a course based on a film, as in previous years.

11.5 **2020 calendar**

Roger would not be available on 9 February. Julie was willing to lead Morning Prayer. This was agreed.

12 **Any Other Business** None

13 **Date, time and place of next meeting** Wednesday 29 January at 2.30 pm at Jac’s home.

The meeting closed at 4.05 pm with members saying the Grace.